

# Center Descriptive Information

## PROGRAM ADMINISTRATION SCALE

Assessor Name (please print): \_\_\_\_\_

Director: _____		
Center: _____		
Street: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Email: _____	

What is the licensed capacity of the center? \_\_\_\_\_ children

How many children are currently enrolled?

\_\_\_\_\_ part-day  
\_\_\_\_\_ full-day

Ages served

- infants (birth through 11 mos.)
- toddlers (12 mos. through 30 mos.)
- preschoolers (2½ through 5 yrs.)
- school-age (5 through 12 yrs.)

Program options

- part-day (2-4 hrs)
- school-day (4-8 hrs)
- full-day (≥ 8 hrs)
- before/after school

Number of children whose primary language is not the language spoken at the center: \_\_\_\_\_

Hours center is open \_\_\_\_\_ to \_\_\_\_\_

Number of paid employees who work at the center

	full-time <small>(35 hrs/wk or more)</small>	part-time <small>(10-34 hrs/wk)</small>
administrative staff (director, ed coord)	_____	_____
teaching staff	_____	_____
support staff (cook, clerical)	_____	_____

How many paid staff have left the center in the last **12** months?

administrative staff \_\_\_\_\_  
teaching staff \_\_\_\_\_  
support staff \_\_\_\_\_

Administrator Credential

Holds administrator credential:  yes  no  
Type/level of credential: \_\_\_\_\_ Issued by: \_\_\_\_\_

Center type (check only one):

- for-profit—private proprietary or partnership
- for-profit—corporation or chain (e.g., KinderCare, Children’s World)
- for-profit—corporate-sponsored (e.g., Bright Horizons Family Solutions)
- private nonprofit—-independent
- private nonprofit—affiliated with a social service agency or hospital
- public nonprofit—sponsored by federal, state, or local government
- college or university affiliated
- military-sponsored
- public school

Does the center receive Head Start funding?  yes  no

Does the center receive state pre-kindergarten funding?  yes  no

Is the center sponsored by a faith-based organization?  yes  no

Is the center accredited by NAEYC?  yes  no

If yes, what is the date the accreditation expires? \_\_\_\_\_

If no, is the center accredited by another accrediting body?  yes  no

Name of accrediting body: \_\_\_\_\_

What is the date the accreditation expires? \_\_\_\_\_

How many groups (classes of children) does the center have? \_\_\_\_\_

List the names of groups or classrooms and how many Teachers and Apprentice Teachers/Aides are in each:

Group A \_\_\_\_\_  
1 \_\_\_\_\_ Lead Teacher  
\_\_\_\_\_ Teachers  
\_\_\_\_\_ Assistant Teachers/Aides

Group F \_\_\_\_\_  
1 \_\_\_\_\_ Lead Teacher  
\_\_\_\_\_ Teachers  
\_\_\_\_\_ Assistant Teachers/Aides

Group B \_\_\_\_\_  
1 \_\_\_\_\_ Lead Teacher  
\_\_\_\_\_ Teachers  
\_\_\_\_\_ Assistant Teachers/Aides

Group G \_\_\_\_\_  
1 \_\_\_\_\_ Lead Teacher  
\_\_\_\_\_ Teachers  
\_\_\_\_\_ Assistant Teachers/Aides

Group C \_\_\_\_\_  
1 \_\_\_\_\_ Lead Teacher  
\_\_\_\_\_ Teachers  
\_\_\_\_\_ Assistant Teachers/Aides

Group H \_\_\_\_\_  
1 \_\_\_\_\_ Lead Teacher  
\_\_\_\_\_ Teachers  
\_\_\_\_\_ Assistant Teachers/Aides

Group D \_\_\_\_\_  
1 \_\_\_\_\_ Lead Teacher  
\_\_\_\_\_ Teachers  
\_\_\_\_\_ Assistant Teachers/Aides

Group I \_\_\_\_\_  
1 \_\_\_\_\_ Lead Teacher  
\_\_\_\_\_ Teachers  
\_\_\_\_\_ Assistant Teachers/Aides

Group E \_\_\_\_\_  
1 \_\_\_\_\_ Lead Teacher  
\_\_\_\_\_ Teachers  
\_\_\_\_\_ Assistant Teachers/Aides

Group J \_\_\_\_\_  
1 \_\_\_\_\_ Lead Teacher  
\_\_\_\_\_ Teachers  
\_\_\_\_\_ Assistant Teachers/Aides